

Department of Health Employees,

As you are now aware, the "old" pre-printer timesheets have been discontinued. You should now be using the new version of that time sheet, including the self-maintained Leave Balances function. Many are becoming more and more familiar with the new electronic timesheet. If your balances on the electronic timesheet do not match your pay stub for the same payperiod ending, contact Health-Finance for assistance. A few employees still have difficulty with some aspects of the timesheet. The most common areas found are with the "Default:" code and the "distribution"code. A word on the differences between the two.

1) "Default" code: This is the accounting code which is used to charge the accounting records for your time worked. This code is pre-coded in the payroll system. This code is not noted on your pay check or remittance statement. Some individuals within divisions allocate/charge time to other accounting codes for their time worked. To do so, additional lines are available to enter those accounting codes. To be charged correctly, the entire accounting (FINET) code string must be entered on the timesheet.

2) "Distribution" code: (This code is identified as "Agcy/Org/Dist:" on the timesheet.) Its function is used only as a locator, used to locate your work residence so your paycheck or remittance statement can be delivered (or distributed) correctly. Its use is similar to a floor or cubicle number or section area. It has nothing to do with the cost charging or the FINET accounting system.

On the Default line enter your charging org. If your pre-coded default org is incorrect, contact your division SSC (or similar.) They will work with OHRM to make the change to the system. The default code and the distribution org on your timesheet may not necessarily be the same. Health-Finance will work with your division SSC (or similar) and OHRM to ensure your distribution code is correct.

For the past several weeks, Health-Finance payroll, as well as all other departments in the state, have been doing parallel testing of the new payroll system. The "New" payroll system is scheduled to go live beginning March 03, 2003. This is for the payperiod ending February 28, 2003 (2/15/03 thru 2/28/03).

The Department of Health has elected to have all DOH employees on a TIMESHEET REQUIRED status. Only a few appointed positions are exempt from this and they have already been notified. For all others, a timesheet is required to be turned in at the end of each payperiod. Timesheets must be turned in to Health-Finance by Tuesday noon following the end of a payperiod. Those who fail to turn in a timesheet risk not being paid because there is no authorized documentation that the employee has worked, or had taken eligible paid leave.

An important note on Quality Awards. Quality Awards will no longer be available as a separate check. Quality awards will only be included in the employees bi-weekly pay. The new payroll system has been adjusted to reduce the amount taxes applied to the quality awards. In the new payroll system, it is very costly to have a separate check made for these awards.

Should you have concerns regarding the new payroll system, feel free to contact us in Health Finance, at 538-6607 or 538-6611.